GEORGIA SHORTHAND REPORTERS SPRING TECHNOLOGY SEMINAR

Saturday, March 12, 2005

CLAYTON COLLEGE & STATE UNIVERSITY
Harry S. Downs Center for Continuing Education
770-961-3558
5900 North Lee Street
Morrow, Georgia

CREDIT INFORMATION

10 CE points applied for

EARLY BIRD and HOTEL PREFERRED RATE DEADLINE is FEBRUARY 12, 2005

Georgia Shorthand
Reporters Association

1740 Peachtree Street, N.W. • Atlanta, Georgia 30309
Phone: (404) 316-2754 • Fax: (404) 876-4415 • Website: www.gsra.org

Dear Fellow Court Reporter:

Do you have nagging software questions that you haven't had the time to get answers to? Do you wish you had a better understanding of computer maintenance? Are you wondering if you're using that comma in the right spot? Well, you're in luck because back by popular demand is our one-day, 10-hour, 10 CE point technology seminar! This year's seminar will be held once again at Clayton College and State University. If you've been unable to attend in the past, Clayton State provides large training rooms to spread out comfortably for a learning-intensive day and offers a beautiful lake view setting in which to enjoy a tasty hot lunch in the atrium.

GSRA is offering a variety of excellent training options again this year to include CaseCatalyst 4, Eclipse, Stenovations, RealLegal, Ready to Roll in Realtime, ProCat WinnerXP, Realtime for Voice Writers, Computer Issues and Maintenance, Punctuation for Court Reporters and AristoCAT. There is truly something for everyone in this lineup. In addition, you will be entertained during lunch with Coweta Judicial Circuit District Attorney Peter J. Skandalakis, who will intrigue you with murder mysteries. Come prepared with your power cords, cables, laptops and questions for your hands-on training.

Please return your registration packets as quickly as possible so you are assured a space in your preferred session, and be sure to include your e-mail address so we can e-mail your confirmation to you. We are including a listing of directions to Clayton State and nearby hotel and restaurant information. Please direct all questions to Teresa Bishop at T1bishop@bellsouth.net or 770-955-5252.

We look forward to seeing you on March 12, 2005!

GSRA SPRING TECHNOLOGY COMMITTEE

DIRECTIONS, HOTELS AND RESTAURANTS

Directions to Clayton College and State University, Harry S. Downs Center for Continuing Education, 5900 North Lee Street, Morrow, Georgia**.**

From the North: Take I-75 South to Exit 233 (15 miles south of downtown Atlanta,) Take the left fork on the ramp. Turn left onto GA-54, go 1.5 miles north, take a right on Clayton State Boulevard. Take a right on N. Lee Street, turn left onto Simpson Drive. Follow Simpson Drive until it dead-ends at Spivey Hall. Take a right and follow the signs to the Harry S. Downs Center.

From the South if you are coming from Macon: Take I-75 north to I-675 going north. Take Exit 5 west and follow the signs on Forest Parkway to North Parkway and turn left. North Parkway turns into North Lee Street. Proceed on N. Lee through intersection with Clayton State Boulevard. Then turn left onto Simpson Drive. Follow Simpson Drive until it dead-ends at Spivey Hall. Take a right and follow the signs to the Harry S. Downs Center.

From the Airport: Take I-85 south to intersect with I-285 East. Go east on 285 to Exit 58 where you go south on I-75. Take I-75 South to Exit 233. Take the left fork on the ramp. Turn left onto GA-54, go 1.5 miles north, take a right on Clayton State Boulevard. Take a right on N. Lee Street, turn left onto Simpson Drive. Follow Simpson Drive until it dead-ends at Spivey Hall. Take a right and follow the signs to the Harry S. Downs Center.

HOTELS

GSRA has reserved a block of rooms at the Hampton Inn at Exit 233, 1533 Southlake Parkway, Morrow, Georgia (770-968-8990) at the preferred rate of $74. You must make your reservation directly with the hotel by **February 12, 2005** to guarantee you a room at our preferred rate. If you need shuttle service to or from the airport, please contact the front desk of the Hampton Inn **24 hours in advance** of your needed shuttle service.

Other nearby hotels include **Drury Inn & Suites** (770-960-0500) 6520 Lee Street South, Morrow, GA, **Best Western Southlake Inn** (770-961-6300) 6437 Jonesboro Road, Morrow, GA, **Sleep Inn** (770-472-9800) 2185 Mount Zion Parkway, Morrow, GA..

RESTAURANTS

Restaurants surrounding Exit 233 include **Carrabba's, Olive Garden, Serafino's Italian Restaurant, OutBack Steakhouse** as well as many others.

2005 TECHNOLOGY SEMINAR TRACKS

Track A: CaseCatalyst 4, Version 6 (if available) – Vicki Jean Gonzales

Session 1A (8-12 with two 15-minute breaks) will include a review for Beginning and Intermediate users with a Q&A session at the end (time permitting).

Session 2A (12-1) will begin with a delicious hot buffet luncheon served in the atrium, and you will then hear about Murder Mysteries from Coweta Judicial Circuit District Attorney Peter J. Skandalakis.

Session 3A (1:15-5 with one 15-minute break) will continue with advanced and special features with a Q&A session at the end (time permitting).

Session 4A (5:15-7:15) highlight of macros, Accelerwriters, keyboard mapping, EZ Text, EZ Speakers and lots of editing tips with a Q&A session at the end (time permitting).

Track B: Eclipse – Keith Vincent

Session 1B (8-12 with two 15-minute breaks) will include Intermediate and Advanced training to include user settings, dictionary and file maintenance, paragraph power and number conversion.

Session 2B (12-1) will begin with a delicious hot buffet luncheon served in the atrium, and you will then hear about Murder Mysteries from Coweta Judicial Circuit District Attorney Peter J. Skandalakis.

Session 3B (1:15-5 with one 15-minute break) will include efficient editing, hyperkeys, auto replacements, creating/using the fill-in-the-blank process, macros and realtime editing.

Session 4B (5:15-7:15) will continue with dictionary fine-tuning and general Q&A.

Track C: Stenovations – John Sims

Session 1C (8-12 with two 15-minute breaks) will include Basic Windows functionality, familiarization with the menus, setting up page layouts, and basic Windows features that all Windows users should know.

Session 2C (12-1) will begin with a delicious hot buffet luncheon served in the atrium, and you will then hear about Murder Mysteries from Coweta Judicial Circuit District Attorney Peter J. Skandalakis.

Session 3C (1:15-5 with one 15-minute break) will continue with using the automatic indexing features, dictionary entry tips, setting up keyboard commands and using keyboard macros, as well as using realtime commands.

Session 3D (5:15-7:15) will continue with any areas time did not permit to cover in the previous session and Q&A.

Track D: Reallegal – Rebecca Askew

Session 1D (8-12 with two 15-minute breaks) will cover E-Transcript and the new options available with Version 7.0, Publisher discovery bundles, iBinder Transcript Repository, and StenoBank. All areas will be fully explored.

Session 2D (12-1) will begin with a delicious hot buffet luncheon served in the atrium, and you will then hear about Murder Mysteries from Coweta Judicial Circuit District Attorney Peter J. Skandalakis.

READY TO ROLL IN REALTIME – HEIDI THOMAS

Session 3D (1:15-5 with one 15-minute break) Improve your realtime writing to work more efficiently every day, or begin a transition to a new career into CART/Captioning. This is geared for beginners to advanced reporters. Attendees are instructed to bring their steno machines, laptops and realtime cables for this hands-on seminar. Topics will include the psychology of writing realtime, dictionary entries, equipment setup, prefixes and suffixes, word boundaries, editing in realtime, etc. There will also be realtime CART and captioning writing exercises.

Session 4D (5:15-7:15) will continue where we left off in the previous session.

Track E: ProCat WinnerXP – Cathy Logan

Session 1E (8-12 with two 15-minute breaks) Initial setup and preferences, how to create page layout, auxiliary dictionary and phonetic table setup and its purposes. Then we'll move into translation and into the editor, unlimited job dictionary size and case dictionary. We'll then start on the editor; undo/redo, access dictionary from editor and ability to "tweak" a conflict or translated word allowing for deleting and adding or modifying the outline. Tweaking will tell the reporter every dictionary in which the word is located.

Session 2E (12-1) will begin with a delicious hot buffet luncheon served in the atrium, and you will then hear about Murder Mysteries from Coweta Judicial Circuit District Attorney Peter J. Skandalakis.

Session 3E (1:15-5 with one 15-minute break) will continue with auto index add, auxiliary dictionary, batch printing, condensed setup and printing, include file creation and key commands, suggest translation, instant update, misstroke dictionary, and archive wizard (new and easy to use).

Session 4E (5:15-7:15) will work into dictionary maintenance; ability to view outlines alphabetical by English or steno, tag outlines to move certain entries or delete in mass, and add pound sign to numbers if needed, search specific outlines by type, SuperToken setup, and audio track use and setup.

Track F: Realtime for Voice Writers – ProCat-Tammy Johnson (morning)
Computer issues and maintenance – Donna McClung (afternoon)
Punctuation for Court Reporters - Art Cochran (late afternoon)

Session 1F (8-12 with two 15-minute breaks) will be a demonstration of all features of WinnerVR, a discussion of mask selection and maintenance, enunciation and dictation techniques, and hardware issues for voice writers and CART.

Session 2F (12-1) will begin with a delicious hot buffet luncheon served in the atrium, and you will then hear about Murder Mysteries from Coweta Judicial Circuit District Attorney Peter J. Skandalakis.

Computer maintenance – Donna McClung

Session 3F (1:15-5 with one 15-minute break) will cover setting up a new notebook (USBvs.serial port, CD-ROMvs.DVD, attaching printers, backup and restore, loading software, wireless, XP Home and Professional); Internet and E-mail (spam, virus protection, service providers, voice over the internet, Outlook Express, Explorer); Microsoft Word; and general PC information (maintenance and future technology developments) with Q&A to follow.

Punctuation for Court Reporters – Art Cochran

Session 4F (5:15-7:15) will cover everything you need to know to properly punctuate your transcript.

Track G: AristoCAT – Larry Hunt

Session 1G (8-12 with two 15-minute breaks) will begin with an overview of the software features implemented in the previous updates and move on the in-depth training of the new features, FAQ support, and the use of online help and the user's manual. Topics will include editing commands, dictionary management for efficient translation, and common Windows shortcuts.

Session 2G (12-1) will begin with a delicious hot buffet luncheon served in the atrium, and you will then hear about Murder Mysteries from Coweta Judicial Circuit District Attorney Peter J. Skandalakis.

Session 3G (1:15-5 with one 15-minute break) will include an overview of the dictionary management program, realtime translation, and audio synchronization features, discussion of Internet captioning features, as well as customer frequently-asked questions compiled by the support staff and from recent updates to the AristoCAT software.

Session 4G (5:15-7:15) will include an in-depth discussion of maintaining personal and job dictionaries for optimum translation, setting up and using realtime, including hooking up to attorneys and using audio sync, discussion of use of realtime for medical transcription, Internet captioning, remote transcripts and remote CART.

ADVANCE VENDOR QUESTIONS

If you've signed up for a session and have a particular question you'd like addressed, jot it down here and we'll forward it to the instructor.

Track _____ Session _____

Track _____ Session _____

Track _____ Session _____

Track _____ Session _____

Track _____ Session _____

GEORGIA SHORTHAND REPORTERS ASSOCIATION
SPRING TECHNOLOGY SEMINAR

Saturday, March 12, 2005

CLAYTON COLLEGE & STATE UNIVERSITY
Harry S. Downs Center for Continuing Education

5900 North Lee Street, Morrow Georgia

REGISTRATION FORM

Please print or type all information. Complete ONE FORM FOR EACH ATTENDEE. Make photocopies if needed.

Name	Firm Name
Address	City/State/Zip
Phone #	Fax #
E-Mail address	
NCRA Membership#	Georgia Certification #

REPORTER REGISTRATION

(postmarked by) **February 25, 2005**	**GSRA Member fee**	**Non-Member fee**
All day Saturday	**$150**	**$200**

Gold Notes Members may deduct a 10% discount off the all-day seminar fee.

Registrations postmarked **after February 25, 2005** must add an additional $20 seminar fee.

Cancellations postmarked by March 1, 2005 will be refunded in full. After March 1, 2005 a 10% handling fee will be deducted. All requests must by in writing. No refunds will be made after March 5, 2005.

PAYMENT & MAILING:

Total Payment Enclosed (Please Make Your Check or Money Order Payable to 'GSRA" $_____

CREDIT CARD PAYMENT AUTHORIZATION

Please check the card you want the charges to apply to:

AmEx_____ MasterCard_____ Visa_____ Expiration Date_____

Name as it appears on card_____

Billing address & zip code_____

Card Number_____Today's Date_____

Authorized Signature_____

MAIL REGISTRATION FORM, SELECTED SESSIONS FORM, VENDOR QUESTIONS FORM TO:

GSRA 2005 Spring Seminar, Attn: Teresa Bishop, 1640 Powers Ferry Road, Building 27, Suite 300, Marietta, Georgia 30067

MARK YOUR SEMINAR SELECTIONS ON THE BACK OF THIS PAGE!

GSRA SEMINAR
March 12, 2005

SPRING TECHNOLOGY SEMINAR

Session	Hr.	Track A	Track B	Track C	Track D	Track E	Track F	Track G
		Case Catalyst Vicki Jean Gonzales	Eclipse Keith Vincent	Stenovations John Sims	RealLegal Rebecca Askew	ProCat Cathy Logan	ProCat Voicewriting Tammy Johnson CVR	AristoCAT Larry Hunt
1	3.5	8:00 – 12:00 (two 15-minute breaks during session) Basic and Intermediate Session 1A _____	8:00 – 12:00 (two 15-minute breaks during session) Intermediate Session 1B _____	8:00 – 12:00 (two 15-minute breaks during session) Basic and Intermediate Session 1C _____	8:00 – 12:00 (two 15-minute breaks during session) Special Features Session 1D _____	8:00 – 12:00 (two 15-minute breaks during session) Basic Session 1E _____	8:00 – 12:00 (two 15-minute breaks during session) Demonstration Session 1F _____	8:00 – 12:00 (two 15-minute breaks during session) Basic and Intermediate Session 1G _____
2	1	12:00 – 1:00 Lunch P. Skandalakis, D.A. Murder Mysteries Session 2A _____	12:00 – 1:00 Lunch P. Skandalakis, D.A. Murder Mysteries Session 2B _____	12:00 – 1:00 Lunch P. Skandalakis, D.A. Murder Mysteries Session 2C _____	12:00 – 1:00 Lunch P. Skandalakis, D.A. Murder Mysteries Session 2D _____	12:00 – 1:00 Lunch P. Skandalakis, D.A. Murder Mysteries Session 2E _____	12:00 – 1:00 Lunch P. Skandalakis, D.A. Murder Mysteries Session 2F _____	12:00 – 1:00 Lunch P. Skandalakis, D.A. Murder Mysteries Session 2G _____
3	3.5	1:15 – 5:00 (15-minute break during session) Advanced Session 3A _____	1:15 – 5:00 (15-minute break during session) Intermediate and Advanced Session 3B _____	1:15 – 5:00 (15-minute break during session) Intermediate and Advanced Session 3C _____	1:15 – 5:00 (15-minute break during session) Heidi Thomas Ready to Roll In Realtime Session 3D _____	1:15 – 5:00 (15-minute break during session) Intermediate Session 3E _____	1:15 – 5:00 (15-minute break during session) Donna McClung Computer Maintenance Session 3F _____	1:15 – 5:00 (15-minute break during session) Intermediate and Advanced Session 3G _____
4	2	5:15 – 7:15 Special Features Session 4A _____	5:15 – 7:15 Advanced and Q&A Session 4B _____	5:15 – 7:15 Advanced Session 4C _____	5:15 – 7:15 continuation Session 4D _____	5:15 – 7:15 Advanced Session 4E _____	5:15 – 7:15 Art Cochran Punctuation for Court Reporters Session 4F _____	5:15 – 7:15 Advanced Session 4G_____